



DEPARTMENT OF PLANNING

2016 QUARTERLY GENERAL PLAN AMENDMENT MEETING REQUIREMENTS

APPLICANT'S STEPS TO TAKE FOR ANY NEIGHBORHOOD MEETING:

*** FAILURE TO NOTICE AND HOLD NEIGHBORHOOD MEETING BY DATE REQUIRED WILL AUTOMATICALLY MOVE YOUR PROJECT MINIMALLY TO THE NEXT AVAILABLE PLANNING COMMISSION MEETING DATE.**

SETTING UP

- Meeting must be held prior to the last day for Neighborhood Meeting date in Column 4 on back.
- Determine a place and time for your meeting, within the following guidelines:
 - Time: Start between 5:30-6:30.
 - Days: Mon-Thurs only (never on scheduled Planning Commission nights or holidays)
 - Place: Must be a commercial location (not a private residence), as close as possible to the project location, and located within the city in the same ward, if possible
- Prepare notice (see sample on following page). If the City is conducting the notification, provide information for items b through e, but do not provide a complete notice.
 - Contents:
 - a. Thorough description of proposed project. Include "From... To...", street address and/or Assessor Parcel Number and Ward Number
 - b. Date of meeting
 - c. Time of meeting; provide a start time, but do not list an end time.
 - d. Place of meeting: Include room number/name and directions
 - e. Contact name and phone number for night of meeting for directions/questions (contact number must be available up to and during the time of the meeting)
 - f. Tentative date of Planning Commission meeting
- Fax notice or meeting information to the Department of Planning at 702-464-7499. City staff will assess for suitability of time and location. Approval or corrections to notice will be faxed back within 2 working days. **DO NOT MAIL NOTICE UNTIL CITY APPROVED.**

MAILING

- Approved notices must be mailed to all property owners (as recorded with the Clark County Assessor's office) within one thousand feet (1000') of subject property AND to all city of Las Vegas registered Neighborhood Associations within one (1) mile of the subject property.
- A list of all property owners and neighborhood associations and labels for same may be obtained from the Department of Planning, Case Planning Division for a nominal charge. You may request by calling 229-6301 with a two (2) business day lead time. The City of Las Vegas can also mail the notice for a fee of \$500.00. All request for mailing notices by the City must have a lead time of five (5) business days.
- Notices must be postmarked at least 10 days prior to the neighborhood meeting date.

2016 QUARTERLY GENERAL PLAN AMENDMENT MEETING REQUIREMENTS

APPLICANT'S STEPS TO TAKE FOR ANY NEIGHBORHOOD MEETING: (cont.)

MEETING

- Applicant and/or representative(s) are responsible to conduct the meeting, answer questions and open and close the facility. City staff will attend, but only to monitor.
- Applicant must ensure that someone is available to answer the phone number given at least one half (1/2) hour before and after the start time regardless of attendance.
- Applicant must remain on-site at least one half (1/2) hour after the start time regardless of attendance.

FILING

- Applicant must complete the Neighborhood Meeting Affidavit (attached) indicating time and date of meeting and attach the mailing list used along with a copy of the notice. This affidavit must be notarized.
- Affidavit with attached mailing list must be delivered to the Department of Planning, Case Planning Division, at least seventy-two (72) hours prior to the Planning Commission meeting.

Ward Number	Application Closing Date	Last day for Neighborhood Mailing	Last day for Neighborhood Meeting	Planning Commission Meeting Date	City Council Meeting Date
All Wards	NOV. 25, 2015	DEC. 18, 2015	DEC. 28, 2015	JAN. 12, 2016	FEB. 17, 2016
All Wards	FEB. 25, 2016	MAR. 18, 2016	MAR. 28, 2016	APR. 12, 2016	MAY 18, 2016
All Wards	MAY 26, 2016	JUN. 17, 2016	JUN. 27, 2016	JUL. 12, 2016	AUG. 17, 2016
All Wards	AUG. 25, 2016	SEP. 16, 2016	SEP. 26, 2016	OCT. 11, 2016	NOV. 16, 2016

Applications MUST BE submitted by 4:00 P.M. on CLOSING DAYS
Applications WILL BE accepted until 5:00 P.M. on NON-CLOSING DAYS
Call (702) 229-6301 for additional information

SAMPLE NEIGHBORHOOD MEETING NOTICE

Date of meeting: Month/Day/Year

Time: Start time must be between 5:30-6:30 p.m.
(please do not list end time)

Location: Include address, room number, driving directions and/or map

Topic: General Plan Amendment (GPA-_____ or relevant case number)
An application in the city of Las Vegas that is scheduled to be placed on the _____, 2015 city of Las Vegas Planning Commission Agenda.

This application (GPA-_____ or relevant case number) is a request to (information taken from application). Please include what current use is and what proposed change will be. (Description of project to include; street address and/or Assessor's Parcel Number and Ward number)

With comments or questions, please contact: _____

Please provide contact name/number in case residents are unable to attend meeting and have questions.

Contact name and number for night of meeting: _____
(Contact number must be available up to and during the time of the meeting)

AFFIDAVIT OF MAILING FOR NEIGHBORHOOD MEETING

I _____, an employee of _____, being first duly sworn, deposes and says that on the day of _____, a copy of the **Neighborhood meeting notification for the date and time of _____ to be held at located _____ miles from the proposed project for a request to: (add project description)**

_____ the attached of which is a true and correct copy, was mailed electronically and/or deposited in the United States Mail, Postage prepaid, First Class Mail, to each person and/or organization whose name appears on the list or addresses that appear on the map attached herein.

SIGNATURE

State of Nevada)
)
County of Clark))

_____ being first duly sworn, deposes and says:

SUBSCRIBED AND SWORN TO before me
this _____ day of _____, 2016.

NOTARY PUBLIC in and for said County and State

Attachments:
Notice
Mailing list



DEPARTMENT OF PLANNING

GENERAL PLAN AMENDMENT SUBMITTAL REQUIREMENTS

PRE-APPLICATION CONFERENCE: A pre-application conference with a representative from the Department of Planning is required before submitting an application. It is the responsibility of the applicant to schedule the pre-application conference by submitting a completed Pre-Application Conference Request form. See Planning Commission Meeting Schedule for pre-application conference and submittal closings dates.

PRE-APPLICATION SUBMITTAL CHECKLIST: A Submittal Checklist with an **original signature** by the planner conducting the Pre-Application Conference is required.

APPLICATION/PETITION FORM: A completed Application/Petition Form is required. The application shall be signed, notarized and acknowledged by the owner of record of each parcel of property. Non-Property Owner: An application is sufficient if it is signed and acknowledged by a lessee, a contract purchaser or an optionee of the property for which the General Plan Amendment is sought. However, interest in that property must exist in a written agreement with the owner of record, attached to which is a copy of the General Plan Amendment application and in which the owner of record has authorized the lessee, contract purchaser or optionee to sign the application. The agreement must further stipulate that the owner of record consents to the filing and processing of the application and agrees to be bound by the requested General Plan Amendment.

DEED & LEGAL DESCRIPTION: In order to verify ownership, a copy of the recorded deed(s) for the subject property(ies), including exhibits and attachments, is required. The deed and all attachments must be legible. A **HARD COPY OF THE LEGAL DESCRIPTION MUST BE PROVIDED.** In the case of an application to Amend the Master Plan of Streets and Highways, the legal description requirement may be waived if the applicant provides a written memo from a representative from the Department of Public Works indicating a legal description is not required. The legal description must be signed and stamped by a professional civil engineer or surveyor.

EXHIBIT (for an application to Amend the Master Plan of Streets and Highways ONLY): (6 folded and 1 rolled) showing the proposed amendment. The exhibit shall be no larger than 24"x36" and no smaller than 11X17. The exhibit must include a north arrow, the alignment of the proposed amendment, all existing street names, township, range, section, and centerline curve data.

JUSTIFICATION LETTER: A detailed letter that explains the request, the intended use of the property, and how the project meets/supports existing City policies and regulations is required. The letter shall list specific factors that explain why the proposal promotes public health, safety, and general welfare in accordance with LVMC 19.18.030.

FEES: \$1000 plus \$500 for notification and advertising costs.

NEIGHBORHOOD MEETING: A neighborhood meeting is required for this application.

Option 1: Postcard mailing is available through the Department of Planning for a \$500 fee. You must have the meeting location, time and contact person information (contact number must be available up to and during the time of the meeting) to the Department of Planning at least **15 DAYS** prior to the meeting.

Option 2: Property owner labels are available from the Department of Planning for a \$50 fee. Please include a separate letter requesting labels.

STATEMENT OF FINANCIAL INTEREST: A completed Statement of Financial Interest is required.